



Legislative Evaluation and Accountability Program

Position: Associate Applications Consultant

Application Period: February 1 – Until Further Notice

The Legislative Evaluation & Accountability Program (LEAP), a legislative branch agency reporting to an oversight committee comprised of both House and Senate members, is seeking an associate applications consultant position to assist in the development, deployment, and support of technical solutions. This position is exempt from the Civil Service Merit System.

Agency Overview and Mission

LEAP was created in 1977 to be the Legislature's independent source of information and technology for developing budgets, communicating budget decisions and tracking budget and revenue activity.

To that end, members of the LEAP staff create systems and models for use by budget writing staffs; provide access to state fiscal information; administer data to support budget development and oversight; assist fiscal staff in creating publications; and respond to requests for information and analysis.

The agency provides 24-hour, 7-day a week support to budget-writing committees during legislative sessions. The budget-writing committees use LEAP applications to support analysis of budget requests. LEAP systems are used to record and communicate the underlying assumptions that make up proposed funding levels. These same systems are used to balance and roll-up the decisions for individual agencies into statewide budgets and to support quick turnaround as corrections and adjustments are made. LEAP reporting systems are used by the Legislature to compare different budget versions and to negotiate final budgets. LEAP is a bipartisan committee comprised of four members of the Senate and four members of the House. For more detailed information regarding LEAP, please visit: <http://leap.leg.wa.gov>.

Role

An associate applications consultant assists other LEAP staff members in providing technical and analytical expertise and information to legislators and staff for in-depth analysis and monitoring of state agency expenditures, budgets, and other fiscal matters.

Key Responsibilities

An associate applications consultant:

- Assists with development, maintenance, support, documentation, and testing of customized budget development and reporting systems to support legislative budget processes for operating, transportation, and capital budgets
- Assists in maintaining databases that provide accurate and timely information
- Assists in performing analysis on emerging issues
- Supports other LEAP staff in using information technology as a tool to support policy development and fiscal analysis
- Acquires an understanding of legislative budget/fiscal processes in order to communicate effectively with those directly involved in those processes

Desirable Qualifications

An Associate's Degree in computer science, business or public administration, mathematics, accounting, economics, or a related field; **or** two years of experience/training in a related field.

It is desirable, but not required, that the candidate have a basic understanding of state government and the functions and organization of the Legislature.

Candidate should be self-motivated, thrive in a high-intensity, fast-paced environment, and work well independently or as a member of a team.

Desirable Technical Skills

Experience working with computers and computer applications such as spreadsheets, word-processing, presentation development, and relational database tools.

Compensation

The annual compensation for the position is competitive and will depend on qualifications. Washington State has a generous benefits package including health, dental, and life insurance, as well as retirement benefits, and an optional deferred compensation program.

The position reports directly to the LEAP Administrator.

Application Process

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, a complete list of five or more personal and professional references . Please send all the application materials to:

Jeanette Sills, Office Manager
Legislative Evaluation and Accountability Program Committee
3309 Capitol Blvd/Post Office Box 40934
Olympia, Washington 98504-0934

Voice/Message: (360) 786-6103; FAX: (360) 786-6130

E-mail: Sills_je@leg.wa.gov

Agency hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process. Electronic application packages are encouraged and should be sent in **Microsoft Word format only**.